

Position Description

Job Title:	RSI – Program Assistant	Revision Date:	4/3/2023
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Anne Marie Dunne
Salary:	\$16.00/hr	Application deadline:	Open until Filled
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

PPR's Programs Division is responsible for oversight, operation, and programming for the City's recreation centers and select park areas. This includes staff (volunteer, seasonal, and permanent), gyms, ball fields, play structures, and swimming pools.

The Recreation Specialty Instructor (RSI) will serve as an Administrative Assistant, primarily responsible for supporting the process of vetting volunteers and processing background clearances. Additionally, the assistant will support other aspects of the Programs Division by responding to inquiries, sorting/filing paperwork, and supporting special projects as needed.



Responsibilities

- Input data into City Span
- Coordinating the background clearance process for volunteer staff
- Properly handling of confidential documents
- Responding to phone calls from the general public and internal staff
- Preparing for meetings, including managing schedules, setting up calendar invitations, and securing meeting rooms
- Creating spreadsheets, fliers, and other documents as needed
- Related duties as assigned

Competencies, Knowledge, Skills and Abilities

- Knowledge of Microsoft Office products including Word and Excel
- Basic office equipment (including a copy machine, fax machine, etc.)
- Good self-review and can follow written and verbal instructions
- Work independently as well as part of a team
- Typing skills with a high degree of accuracy
- Ability to provide excellent customer service via phone, email, and in person
- Attention to detailed documentation and organization
- Ability to work in a fast-paced environment
- Ability to multitask

Qualifications (Education and Experience)

- High School diploma or Equivalent
- Two or more years' experience providing administrative support and/or customer service
- Knowledge of Philadelphia Parks & Recreation programs and facilities preferred
- Prior work experience in an office setting preferred
- Experience in database management a plus

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Must provide proof of COVID-19 Vaccination as a condition of employment
- Interested candidates must submit a resume and cover letter to AnneMarie.Dunne@phila.gov
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>